

RECORDS CONTROL SCHEDULE

SECRET

SCHEDULE NO.

12-07-71
87A000100060002-5

OFFICE, DIVISION, BRANCH

IC
DCI/NIPE Staff (CIRIS)

SIGNATURE

TITLE

DATE

A/D/DCI/NIPE

12/3/71

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

BACKGROUND FILE

Consists of directives, correspondence, memoranda, terms of reference and agreements pertaining to the development of CIRIS. It also includes the annual community reports that were the precursors to CIRIS. 1963 to date

Permanent. Disposal not authorized. Transfer to Records Center when no longer needed.

2

CIRIS PROGRAM

a. Annually the intelligence community submits CIRIS data by agency (program) which is periodically updated. Each annual submission covers the current budget year, the two previous years and projects four years into the future. These files also include TOD (Target Oriented Display) data. TOD was the precursor to CIRIS. 1968 to date

Permanent. Disposal not authorized. Annually retired to Records Center.

b. Hard copy output of CIRIS data including summaries by year, by agency and community wide. This also includes the earlier TOD data. 1967 to date

Permanent. Disposal not authorized. Community wide summaries will be retained and other summaries retired annually

c. Analytical/diagnostic files. These include special machine runs and aggregations of data. 1967 to date

Temporary. Destroy when no longer needed.

d. Formal annual reports to sponsors. 1968 to date

Permanent. Retired when no longer needed.

Supervised by
12-07-71
30-13

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100060002-5

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OFFICE, DIVISION, BRANCH

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6 min 72 RD.

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e. Special studies for the DCI, NIRB, DOD, OMB and the White House.

f. Graphic aids to support the development and analysis of CIRIS data.

3. ADMINISTRATIVE FILES

These are notices, memoranda, requisitions, papers on personnel matters and other housekeeping files accumulated for the administration of the CIRIS staff. Filed chronologically and by subject category.

Permanent. Retired ☐ when no longer needed.

Temporary. Destroyed when no longer needed for reference.

Temporary. Destroy after one year. Cut off at the end of each year; retain for one year and destroy.

S.S. 1, 3, 10

APPROVED

CIA Records Administration Officer

Date

cc: To Rec Ctr

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